

Minutes for CoDA's H&I Committee meeting

Thursday, April 16, 2020. Time: 9 -10:30 pm Eastern, 8 - 9:30 pm Central, 7 – 8:30 pm Mountain, 6- 7:30 pm Pacific for one and a half hours.

Establish the round robin:

- Minutes of March 19, 2020. Approved with one correction.
- **Activity reports:**
- **Chair:)** The board has approved Zoom as our teleconference platform.
- **Corresponding Secretary:** In March, we received 12 letters from 6 institutions. Nine letters were from first contacts and only 1 new institution.
- **Sponsorship Coordinator Report:** In March we assigned sponsors to three of the four requests we had. The one not assigned was a man. Already this month we have received two more requests, one man and one woman.
- **E-mail Report:** No Report
- **Questionnaire Report:** No Report
- **Literature Distribution Report:**

H&I Literature Report	March
Piece of Literature	
Co-Dependents Anonymous Book	7
Co-Dependents Anonymous Book Sp	1
12 Steps & 12 Traditions Workbook	5
12 Steps & 12 Traditions Workbook Sp	-2
Standard Packet	1
Standard Packet Sp	0
Institutional Meeting Handbook	1
In This Moment	0
Library in English	
Library in Sp	
Other	
Total	13

Positions to be filled:

Corresponding Secretary: Literature Distribution Coordinator: : Inmate Sponsorship Coordinator:

Old Business:

- H&I Service Info area revision: Lead member suggested changes to this page. We reviewed and approved them. They will submit these suggested changes to the Board and webmaster to see if they could be made. If it is doable, these changes will be made.

Action Items:

1. Questionnaire auto reply- **Two members** worked on a response tree and wording of the responses. One has tested and found the appropriate responses would be sent (i.e. the tree works!). They will send the sample response letters for members to review. If the letters are approved, they will be implemented.
2. Discuss recommendation of sponsorship, that sponsors and sponsees be of the same sex and who should sponsor members of the LGBT community in prisons. Sponsorship Coordinator presented changes to the application forms for both the sponsee and sponsor. Both will be asked to identify themselves as male, female, or other. Sponsees will be asked, "Are you willing to be sponsored by: male only, female only, or any?" Sponsors will be asked, "Are you willing to sponsor: male only, female only, or any?" These changes were approved.
At this time this committee is not able to offer any more specific options.
3. H&I presentation Package – A member has prepared a 2-page trifold pdf. for institutions. At this time it has not been successfully received by the Chair. Member will attempt again to send it to Chair. If Chair does not respond with a receipt to her attempt, member will attempt to send it via another member. This will then be shared with the committee.
4. Newsletter: Chair has had no response from member who had volunteered, so Chair will contact them again to ask if they are still willing and able to serve on the H&I Committee.
5. Communication with institutions. Long Island member suggested we look at what they have put on their website licoda.org where they have revised their H&I info. They will be meeting Saturday March 21, and they will update Chair after. *They were unable to get to the topic at this meeting and will address it at an ad hoc meeting soon. They will keep Chair up to date.*
6. Final committee approval of the H&I Service Handbook was made. We need to determine if it can be put on our webpage or need CSC approval.
7. H&I directory of current H&I local groups and source of contacts.
Make an announcement to groups and intergroups asking if they have an active H&I service. **Chair** has sent an announcement to the committee for approval, and is willing to make some already suggested changes and has sent them to the committee. Will make final the wording of the announcement and send it out.
Concerns: Data integrity and maintenance. How do you keep it up to date and validate in the future? Some VEs have open positions and other are doing it without the title.
8. **A member** will make a report on lists from the website to look at where we are sending literature. This was tabled until the next meeting.

New Business:

Standard Packet Suggestion: to update with some of the new materials, such as CoDA Prayers booklet, Peeling the Onion, Traditionally Speaking, 12 Piece and Relationship Toolkit.

Corresponding Secretary will ask CoRe if they would consider adding 1 or 2 to the standard packet.

anything sent to a prison is read by many people. This has not been done.
Response will be at the next meeting.

New (?) item: Review current questionnaire. Is there any info to cover?

Work on documents through Zoom Share yet to be done.

1. H&I presentation Package - the H&I trifold for institutions.
2. Initial letter templates

Next Meeting May 21, 2020 Time: 9 -10:30 pm Eastern, 8 - 9:30 pm Central, 7 – 8:30 pm Mountain, 6- 7:30 pm Pacific for one and a half hours.